

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES

January 3, 2007

The Financial Management Advisory Committee met on January 3, 2007. The following were in attendance:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Alan Clements	MDA
Andrea Beck	DESE
Becky Imhoff	DOR
Brent Miller	MSHP
Brian Dowden	OSCA
Carol Newgard	SAO
Chris Gerstner	OA, DFMD
Chris Laughlin	MSHP
Christina Wilkerson	MoDOT
Dan Redel	PSC
Debbie Davis	DIFP, Credit Unions
Debbie Kraus	MoDOT
Janelle Jaegers	MDHE
Jayne Masek	DOC
Jim Miluski	OA, PMM
John Murray	OA, FMDC
Judy Gehrke	Department of Economic Development
Julie Miller	MVC
Kathy Wehmeyer	DOLIR
LaVerne Brondel	Department of Natural Resources
Leanne Lorts	DFIP - Finance
Leigh Ann Wilbers	Conservation
Lynn Cannon	OA, Accounting
Mary Lee Stegeman	Supreme Court
Mike Hancock	OSCA
Nicole Hackmann	STO
Rachel Anderson	OA - ITSD
Randall Gordon	SAO
Renee Godsey	DHSS
Rob Verslues	Professional Registration
Robin Burkhart	DESE
Ron Holst	OA - FMDC
Sarah Clardy	DESE, VR
Shirley Gerling	Insurance
Stacey Jacobs	STC
Steven Wagner	OA - FMDC
Theresa McDonald	DSS
Tom Sadowski	OA

Walter Johannpeter

OA, FMDC

Presentation:

Gary Eggen, Office of Administration (OA), Division of Purchasing and Materials Management, presented information regarding the Master Lease Contract.

Mr. Eggen explained that the Master Lease Contract will enable agencies to receive optimal financing rates. Mr. Eggen reviewed the type of property eligible for financing, the limitations of the contract, contract lease rates, and the procedure to follow for leasing and ordering equipment. Bank of America was awarded the Master Lease Contract.

Individuals with questions are to contact Gary Eggen at 751-2497 or by e-mail at **Gary.Eggen@oa.mo.gov** or Karen Harms in OA, Accounting at 751-4761 or e-mail at **Karen.Harms@oa.mo.gov**.

Status Reports:

State Treasurer's Office - Nicole Hackmann stated that the State Treasurer's Office awarded the RFP for check disbursement services to UMB Bank. Therefore, the bank name on vendor checks will change in March.

Office of Administration, Division of Accounting / SAM II – Tom Sadowski reminded attendees that Mark A. Kaiser retired at the end of December. However, Mark will be around some working on special issues.

Tom stated that OA is in the early discussion stages with the State Auditor's Office to review agency processes and determine if proper internal controls are in place. OA is updating the cooperation agreement with the agencies.

Regarding SAM II, OA is working on a budget decision item to implement employee self-serve tools, bi-weekly pay, and vendor self-serve.

Tom stated that OA is revising the travel CSR to delete procedure type detail. That way OA does not have to follow the lengthy rule process when just changing procedures. OA will place the procedures on the web-site.

Tom stated that OA is continuing to promote the purchasing card and electronic payments. OA will review the vendor file to identify prime candidates to receive electronic payments.

The next meeting is scheduled for Wednesday, February 7, at 8:30 in Room 500 of the HSTOB. The topic of discussion is Legislative Update.